

# Citizens' Legal Defense Fund For The FBI

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## ACTION NOTES

TO: Supporters of the FBI and our Intelligence Community

RE: Citizen's Action You Can Take

Your generous support of our Fund indicates your deep concern with the concerted effort to destroy the intelligence-gathering, anti-terrorist and law-enforcement capabilities of the FBI. Our other national intelligence agencies, including the CIA, are also victims of the same effort to disarm and make them powerless. The only way of stopping this anti-intelligence drive is for the American people to take citizens' action by letting their elected representatives know just where they stand. We ask you to take such action and, if possible, to mobilize similar action by your friends, your organizations and your community.

There are three specific pieces of legislation of major importance now pending before the Congress:

1. A joint Senate-House Resolution introduced by Senator S.I. Hayakawa (S. Con. Res. 85) and Rep. Leo C. Zeferetti (H. Con. Res. 619) urging the Justice Department to drop the indictments against former acting director of the FBI, L. Patrick Gray; Mr. Gray's number two man, W. Mark Felt; and Edward S. Miller, who was chief of counter-intelligence. Senator Hayakawa and Representative Zeferetti are seeking co-sponsorship of these Resolutions from their colleagues in the House and Senate. Write to your own Congressman and Senators urging their co-sponsorship and support of the Hayakawa-Zeferetti Resolutions. You may also wish to write to Senator Hayakawa and Congressman Zeferetti expressing approval of their patriotic and public-spirited action.

2. A joint Senate-House Bill has been introduced by Senator James O. Eastland (S 2117) and Representative Peter W. Rodino, Jr. (HR 19219) which will substitute the United States as the Party of Interest (Defendant) in civil suits brought against Federal employees for money damages arising out of the performance of their duties. This will eliminate the need for the Department of Justice to hire private attorneys to represent individual Federal employees (especially FBI and CIA personnel) against whom such suits might be brought. Write to your Congressman and Senators urging their support of the Eastland-Rodino Bills and also write to Senator Eastland and Representative Rodino congratulating them on their public-spirited action.

3. Representative Don Edwards has introduced a Bill (HR 10400) which has the principal objective of eliminating any intelligence-gathering functions on the part of the FBI and eliminating the FBI from the field of foreign counter-espionage. Write to your Congressman and Senators asking that they oppose

(continued)

ad hoc CITIZENS LEGAL DEFENSE FUND FOR THE FBI

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this Bill especially in the light of growing terrorist operations throughout the world.

Finally, write to your Congressman and Senators urging that they re-examine the Freedom of Information Act, which is now on the books, and make such amendments as are required to make it possible for our law-enforcement agencies to carry out their work without the inhibition of having to give full disclosure of their undercover operations and sources of information. This legislation, perhaps more than any other, has radically cut off information provided the FBI by informants in our own country and intelligence-gathering operations abroad.

In addition to writing your Congressman and Senators, write your local newspapers informing them of your sentiments on these issues.

Do your best to organize letter-writing campaigns in your own communities among your friends, business associates and fellow members of any organizations to which you belong.

Try to get your organizations to pass resolutions on these matters and forward such organizational resolutions directly to your Congressman and Senators.

You address your Congressman as follows:

Rep. \_\_\_\_\_  
House Office Building  
Washington, D. C. 20515

Dear Congressman \_\_\_\_\_:

You address your Senators as follows:

Sen. \_\_\_\_\_  
Senate Office Building  
Washington, D. C. 20510

Dear Senator \_\_\_\_\_:

You address your local newspaper as follows: \_\_\_\_\_

Letter to the Editor  
(Name of Newspaper)  
(Address of Newspaper)

To the Editor:

Another immediate action you can take is to telephone or write your local FBI office and let them know that you support them in their work and are doing whatever you can to help them maintain their ability to serve the American people as diligently and effectively as they have done over the years. This will help boost the sagging morale of the men and women of your FBI.

Following are some tips on writing effective letters to public officials and newspapers.

#### TO PUBLIC OFFICIALS:

Individual letters from constituents to their lawmakers often make the

difference in winning a victory for the issue of concern. The following suggestions may even make your next letter to a public official more effective.

1. Write in your own words. Some people think they should copy what others have written about a subject since their own writing style is not "good enough." This is a serious mistake. A politician isn't interested in how well you write -- he wants to know how sincerely and strongly you feel about the subject you're writing about. If he thinks your opinion is strongly held, he'll conclude you're watching his conduct and won't vote for him in the next election if he ignores your wishes. "Form" or "canned" letters, on the other hand, have an artificial ring to them and tend to be discounted by legislators. So don't be embarrassed by your own writing style (it's probably a lot better than you think, anyway). Express yourself in your own words, and you'll have a greater impact.

2. Confine a letter to one topic (in this case the FBI) -- and be specific. Keep your letter simple. The more topics you try to cover, the more difficult your letter will be to follow. Your main point may get lost in the shuffle. You should write about only one special subject in a letter and be as specific as possible. And remember to tell the official exactly what you want him to do on the issue.

3. Be brief. A public official such as a Congressman is usually a busy person. His time for reading constituent mail is limited. Thus, he's more likely to read (and his staff is more likely to pass along) relatively brief and concise letters than wordy "tomes" that go on for page after page. We recommend you confine your letter to one side on an 8½" x 11" piece of paper, or perhaps 2 pages if your stationery is smaller. These guidelines should be easy to follow if you use this outline in composing your letters: first, state your position; second, briefly explain the reasons for your position; finally, tell the legislator what you want him to do.

4. Type or write clearly. Many people compose letters with excellent substance, yet the letters are ineffective because almost no one can decipher the handwriting. Even with many typographical errors, typed letters are usually the easiest to read. But if you are unable to type, write clearly. Or, if your letter is very brief, consider printing.

5. Be polite. I'm sure this tip constitutes unnecessary advice to you. But unfortunately even some individuals occasionally write abusive letters to their legislators. Such a letter may make the writer feel better, but the impact on the recipient isn't likely to be good. At best, the letter is ignored. At worst, the letter will make the Congressman hostile to the position of the writer.

#### LETTERS TO THE EDITOR:

We suggest you not only write your elected representatives about important issues, but write a letter to the editor of your local newspaper as well. Surveys have repeatedly shown that newspaper "Letters" sections draw very high readership. Your letter to a Congressman influences him, but your letter to the editor can help influence many other citizens. And they in turn may add to the pressure on public officials. Here are some suggestions to maximize the impact of your letters to the editor.

1. Remember, the object is to get the letter printed. When you write a public official, no matter how many letters the official receives on a given

topic he will at least be told the total "pros" and "cons," even if he doesn't read every individual letter. But there's no such guarantee your letter to the editor will "count." It has to "compete" with the other letters a newspaper receives and be among those selected for printing. Some small papers receive few letters and may print virtually all they get, but in large cities hundreds of letters may be received on a single topic. By carefully following these tips, you increase chances of getting your letter published.

2. Be brief. Newspapers usually only have a limited amount of space for letters. A "book-length" letter will either be thrown out without a glance, or be subject to ruthless editing by someone on the newspaper staff to get it down to printable size. And what the newspaper takes out may not be what you would take out. A short, well-written letter has a much better chance of getting printed.

3. Watch spelling, punctuation and grammar. You don't need to be an English teacher to get a letter to the editor printed. But a letter full of mistakes offers newspaper staffers the choices of either correcting it themselves or putting it in the "circular file." Simply out of laziness, many will do the latter. If they correct it instead, they may misunderstand and change the meaning. And if they print it "as is" with numerous mistakes, it will reflect badly on the position being advocated. If in doubt, don't hesitate to consult a dictionary or grammar textbook. And have someone you know and trust read the letter before you send it to make sure it's clear and comprehensible.

4. Type if possible. As you've probably already gathered, the easier you can make it for the newspaper staff the better your letter's chances. Double-spaced typing is what newspapers prefer. Handprinted letters are next best to typing. And many newspapers won't even look at handwritten letters.

5. Send your letter to more than one paper. If your letter doesn't make reference to a specific newspaper story or editorial, there's no reason not to send it to more than one daily or weekly in your area. Often more than one paper will print a good letter, increasing its impact. But retype the letter, don't send carbons or photocopies.

6. Make a good case. Confine your letter to one topic and keep it simple, with arguments you can back up. Cite a specific figure, fact or example to support your argument when relevant. Letters with humor or a dash of "color" have a good chance of being printed, but those that go to the extremes of name-calling or abusive language probably won't be. And they aren't that effective, either.

FINALLY, FUNDS ARE STILL URGENTLY NEEDED TO HELP FBI MEN COVER THE ENORMOUS LEGAL COSTS REQUIRED TO FIGHT THE VARIOUS ACTIONS BROUGHT AGAINST THEM BY OUR OWN GOVERNMENT AND BY INDIVIDUALS AND LEFTIST ORGANIZATIONS WHO PRESS CIVIL ACTIONS AGAINST THEM. PLEASE DO YOUR BEST TO ENLIST CONTRIBUTIONS FROM YOUR NEIGHBORS, FRIENDS AND BUSINESS ASSOCIATES AND SEND THEM TO THE ad hoc CITIZENS' LEGAL DEFENSE FUND FOR THE FBI, SUITE 808, 95 MADISON AVENUE, NEW YORK, NEW YORK 10016. CHECKS CAN BE MADE PAYABLE TO CITIZENS' LEGAL DEFENSE FUND.

AD HOC

**Citizens'  
Legal Defense Fund  
For The FBI**

SUITE 808  
95 MADISON AVENUE  
NEW YORK, N.Y. 10016

**ACTION NOTES**

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SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM

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## OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	DATE	INITIALS
1	<i>Leg Counsel</i>		
2			
3			
4			
5			
6			

ACTION	DIRECT REPLY	PREPARE REPLY
APPROVAL	DISPATCH	RECOMMENDATION
COMMENT	FILE	RETURN
CONCURRENCE	<input checked="" type="checkbox"/> INFORMATION	SIGNATURE

Remarks:

*Perhaps you've seen this  
We ( [redacted] ) do not  
subscribe, but this  
looks like a noble effort*

25X1

FOLD HERE TO RETURN TO SENDER

	O.	DATE
		<i>27 June</i>

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